

## **Campus Operations**

During the 4/10 Summer Work Schedule, all campus offices will be open for campus business and operations from 7:00 a.m. to 6:00 p.m. Monday through Thursday to serve students and the public. Friday will not be a regular work day for most campus employees. This work schedule will apply to all full-time, part-time, exempt and non-exempt employees of Cal Poly Pomona. In a 4/10 work schedule, the 40 hours will be accomplished by working 10 hours each day, Monday through Thursday.

During the 4/10 Summer Work Schedule, the Kellogg House, Kellogg West, Kellogg Ranch, University Children's Center, University Police Services, Los Olivos, and the residence halls will remain open on Fridays, Saturdays, and Sundays for operational reasons. Additional services requiring 24-hour coverage or extended service days and hours may be required to operate on Friday, Saturday and/or Sunday. The Library Lab, which is a 24/7 operation, will remain open and has a separate student access entrance.

The University has identified several operational exceptions to the 4/10 schedule that will be excluded from the schedule. Those areas that believe that should be considered for exclusion should submit their reasons for consideration to their respective divisional Vice-Presidents and the President for approval. Only those work units requiring 24-hour coverage or extended service days/hours will continue to operate on Friday, Saturday and Sunday. All individuals, operations, departments, colleges, and divisions are encouraged to implement this schedule where operationally feasible.

Any employee who believes that they are unable to comply with the 7 a.m. to 6 p.m. work schedule due to hardship conditions may submit a [Hardship Request Form](#) to their HEERA Manager. Childcare, eldercare, health issues, or physical limitations will be considered in determining the hardship request. Inconvenience alone will not be considered as a hardship exemption. All requests are confidential and will be reviewed on a case by case basis. The Hardship Request Forms are located on the website.